

# ORDER

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1530.1

5/26/00

**SUBJ: TRANSIT BENEFIT PROGRAM**

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1. **PURPOSE.** This order prescribes responsibilities and procedures for the Transit Benefit Program (TBP) in FAA. This order implements Order DOT 1750.1, Employee Commuter Transportation Programs; Public Law 103-172, Federal Employees Clean Air Incentives Act; and Public Law 102-486, Section 1911, Treatment of Employer-Provided Transportation Benefits.
2. **DISTRIBUTION.** This order is distributed to the division level in Washington headquarters, regions, and centers.
3. **FORM AND LOG.** Form DOT F 1700.18A, Application For Transit Benefit, is used by employees to apply for transit benefits. The Transit Benefit Certification log is signed each month by participants in the TBP to certify that they are eligible to receive a transit benefit, will be using it for their regular commute, and will not give it to anyone else. In addition, participants certify on the Transit Benefit Certification log that they are not named on a worksite parking permit and that the monthly transit benefit they receive does not exceed their commuting cost using public transportation. Both DOT F 1700.18A and the Certification log are available from the Building Operations and Maintenance Branch (ASU-430) room 113, telephone (202) 267-7433 or from the Transit Benefit/Parking Office located in room 531A, telephone (202) 267-9260. Forms may also be directly ordered from the Transportation Administrative Service Center, Transit Benefit/Parking Sales, SVC-113, Washington, DC 20590, telephone (202) 366-1398.
4. **SCOPE.** This order applies to all Washington headquarters, regional, and center employees.
5. **RESPONSIBILITIES.**
  - a. The Office of Acquisitions:
    - (1) Ensures that the TBP is consistent with departmental policies and procedures.
    - (2) Reviews proposed regional and center model plans, issues comments, forwards to the Office of the Secretary of Transportation for approval, and notifies regions and centers of action taken on proposed plan.
    - (3) Oversees and evaluates regional and center TBP(s).
    - (4) Operates the FAA TBP for Washington headquarters employees.
    - (5) Provides monthly Washington headquarters transit benefit activity data (total number of employees participating in the program and the total FAA cost) to the Financial Policy, Systems and Reports Division (AFM-300) no later than the close of business on the last work day of each month.
  - b. The Office of Financial Management:
    - (1) Collects Washington headquarters, region and center TBP monthly activity data.
    - (2) Assesses Washington headquarters organizations the appropriate charges based on participation in the TBP.

c. The Regions and Centers:

- (1) Designate a program coordinator.
- (2) Submit to the Building Operations and Maintenance Branch (ASU-430) proposed TBP model plans that meet the requirements of Order DOT 1750.1 and Federal regulatory guidelines. Proposed model plans should undergo the usual clearance procedures, including compliance with any statutory bargaining obligations, and should be signed by the regional administrator before they are submitted for approval. Review of existing model plans and/or directives should be conducted annually.
- (3) Ensure that written approval has been granted before implementing a TBP.
- (4) Provide necessary funding for the program and training for the program staff. The regions and centers are encouraged to fund the program centrally at the highest practical level of fund subdivision.
- (5) Provide monthly transit benefit activity data (total number of employees participating in the program and the total FAA cost) to reach the Financial Policy, Systems and Reports Division (AFM-300) no later than close of business on the last work day of each month.
- (6) Provide one copy of each regional and center directive to the Buildings Operations and Maintenance Branch (ASU-430).
- (7) Conduct annual evaluations of regional and field programs to ensure compliance with the model plan. Forward evaluation findings to ASU-430.
- (8) Ensure proper monitoring and controls are in place to reduce the occurrence of waste, fraud and abuse in the TBP.

d. Transit Benefit Applicants shall:

- (1) Complete Form DOT F 1700.18A.
- (2) Submit application and identification in person to the appropriate TBP office. FAA headquarters employees shall submit applications to the Building Operations and Maintenance Branch (ASU-430) room 113, or the Transit Benefit/Parking Office, room 531A for processing.
- (3) Re-certify eligibility on a monthly basis to receive a transit benefit.
- (4) Not be named on any worksite parking permit.
- (5) Accept no more than the cost of their actual commute on public transportation each month.
- (6) Return any unused fare media to their respective administrative officers upon separation from the FAA or discontinuation of participation in the program. Returned fare media will be re-used for local FAA official travel.

**6. WASHINGTON HEADQUARTERS TRANSIT BENEFIT PROCEDURES.**

a. Operation:

- (1) FAA administers the TBP for the Washington headquarters employees. Washington headquarters employees can pick up their transit benefits on a monthly basis from room 531A of the FB-10A building.
- (2) Washington headquarters employees will not be able to pick up their benefits from any other location.

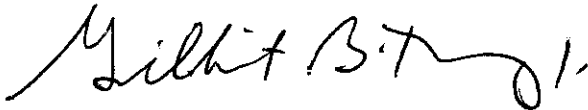
**b. Hours:**

- (1) 8:30 a.m. – 3:30 p.m. on the first three days of each month
- (2) 10:30 a.m. – 1:30 p.m. on the fourth and fifth days of the month
- (3) 10:30 a.m. – 1:30 p.m. on every subsequent Wednesday and Thursday of the month

**7. GENERAL INFORMATION.**

- a. TBP participants must show a valid DOT identification card at the time of transit benefit receipt and re-certify their eligibility.
- b. Any participant making a false, fictitious, or fraudulent certification may be subject to criminal prosecution under Title 18, U.S. Code, Section 1001, Civil Penalty Action, which provides for administrative recoveries of up to \$5,000 per violation, and/or agency disciplinary actions up to and including dismissal.
- c. Transit benefits are the responsibility of the participant upon receipt. No refund, redemption, or exchange of any kind will be permitted.
- d. Transit benefits must be obtained for the month that funds are expended, and will not be issued retroactively.
- e. Transit benefit reports and listings are retained for three years, forwarded to the Federal Records Center for two more years, and then destroyed.

8. **OBJECT SUBCLASSIFICATION CODE.** The department-wide standard object sub-classification code for the transit benefit program is 121T- Civilian Fare Subsidy.



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Director of Acquisitions